

## **PRIVACY STATEMENT**

### **YOUR PERSONAL DATA**

#### **What we need**

Surepass Ltd is what is known as both a “Controller” and “Processor” of the personal data that you provide to us. Our registration number is **3172580** and our Registered Office address is 47 Runnymede, Swinton, Manchester, M27 5WA.

Unless otherwise agreed with you we will only store and use personal data about you to fulfill our obligations to you, your training manager and in accordance with our regulators. This information does include (but is not exhaustive) with the likes of your name, contact information and email address.

#### **Why we need it**

We need to know basic personal data in order to able to provide you with a driving instructor trainer, book tests, arrange training, take care of the Surepass driving school car, - the services you have asked us to provide for you as part of your driving instructor training. If you do not provide this information or allow us to use it then we will be unable to provide you with the services you request. We will not collect any data from you that we do not either need in order to provide our services or which is not required under any guidelines set by our data protection regulators.

#### **What do we do with it**

All the personal data we hold about you will be processed by Surepass staff and it’s authorised agents only. We will only provide this information to either the relevant bodies with whom we engage with whilst acting on your behalf or, if there is a legal obligation to do so. An example of this might be if, in the unlikely event, you were involved in a collision and we had to provide your details to third party insurers. If you require us to provide information to a further party that falls out of the scope of our usual work practices, we will ask you for further consent to do so.

We will contact you if we need to obtain additional information; examples of this might be to check our records are right and to check every now and then that you’re happy and satisfied via our surveys.

We take all reasonable steps to ensure that your personal data is processed and stored securely. Our electronic servers and company procedures are regularly checked and tested to ensure these are up to date with the relevant security measures required of us.

If we identify a risk or feel any of your details have been compromised, we will take all the relevant lawful procedures required.

#### **How long we keep it**

We will generally keep your personal data for a minimum of 6 years after which time it will be destroyed if it is no longer required for the lawful purpose(s) for which it was obtained.

#### **What we also do with it**

We are committed to maintaining the trust and confidence of all learner drivers, driving instructors, potential driving instructors and franchisees. In particular, we want you to know that Surepass Ltd is not in the business of selling, renting or trading email lists with other companies and businesses for marketing purposes. We may from time to time contact you to tell you about new regulations pertaining to driving, driving instruction and vehicle matters. Any newsletters or bulletins we issue will be sent via a trusted third party e-mailing list or via the postal system. You have the right to refuse any e-mails for this purpose.